Understanding the EEO Counselor's Role

EEO Counselor's Role: (First Stage)

- To open the avenues of communication between the parties involved
- Does not represent a complaining employee, nor serve as an investigator or prosecutor
- To collect facts upon which to base an informal resolution
- To clarify the situation for all persons involved

Meeting With The Counselor

- **Prepare for the meeting**
- **Ask the counselor what will be discussed**
- **Find out what information will be needed**
- **Try to be as helpful as you can while recognizing the limitations placed on the counselor**

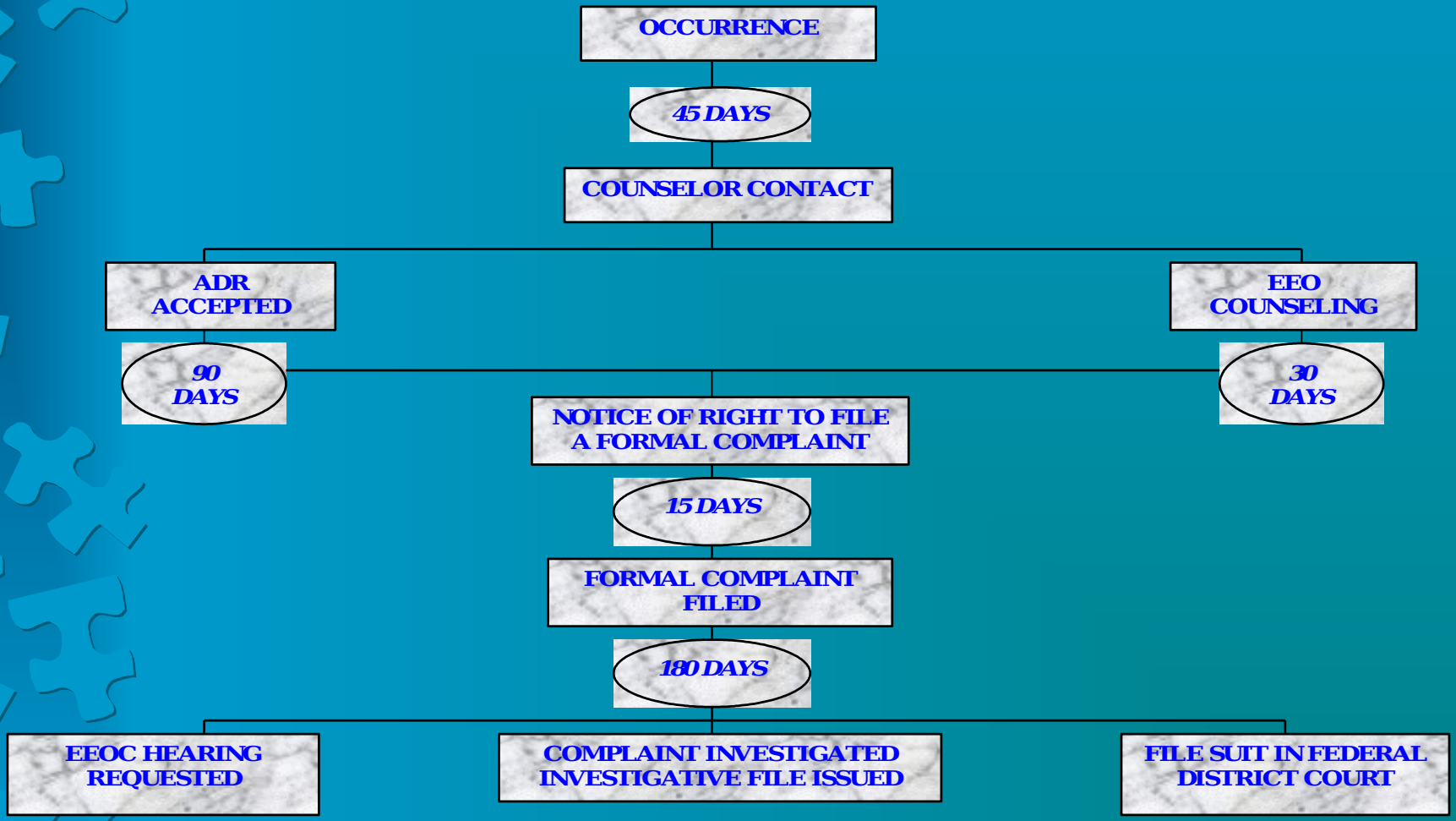
EEO Counselor's Purpose

- **Serves as a bridge between the employee and management. *Not a representative.***
  - ✔ **This means getting the problem into the open for consideration**
  - ✔ **Find out what happened and try to iron out the problem**
  - ✔ **Gather facts-share the facts with the person who sought counseling**
- **Upon learning all the facts involved, the person who sought counseling may drop the discrimination case**

The Final Stage

- **If this informal process fails to resolve the problem within 30 days, the EEO counselor is required to notify the complainant that he has 15 days in which to file a formal complaint of discrimination.**

EEO Complaint Process



•This chart is not an all-inclusive representation of the entire EEO Complaint Process. Please refer to the regulations.

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comes from working together!